



Division of State Parks

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REFERENCES: NRS 407.0765 and NRS 407.0762

PURPOSE: To standardize the procedures for the collection and expenditures of surcharge monies.

ORGANIZATION: The division will collect and expend money deposited in the Utility Surcharge Fund (4605) expressly for the repair, operation and maintenance of sewer, water, and electrical systems in accordance with NRS 407.0765.

DEFINITION

Surcharges-The approved fee collected along with user fees and deposited in the 4605 accounts. Funds in this account may be used only for the repair, operation, and maintenance of sewer, water, and electrical systems within the park in which the surcharge was collected.

Types of permits- Surcharge will be collected on entrance permits and museum tours. Surcharge will not be collected on replacement permits.

PRIOR POLICY: This policy supersedes the policy dated 4/11/12.

PROCEDURES

I. Collections (the amounts collected vary by permit type):

1A - \$8.00 2A - \$1.00 UF3 - \$1.00

1B - \$8.00 2E - \$1.00 2C - \$.25 (Tours Only) - \$1.00 and \$2.00 tours

1C - \$8.00 2G - \$1.00 2D - \$.50 (Tours Only) - \$3.00 tours

1D - \$8.00

This money is deposited into a separate account for later use by the park in which it was collected. All funds must be deposited and under no circumstances can funds be spent directly from park collections.

II. A standardized system of accounting will be established which provides for accurate recording of all monies collected per NRS 407.0762 and NRS 407.0765 (see Attachment A, ADM-16c, Fee Report form).

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- A. Surcharges will be collected at designated parks.
- B. All money will be deposited with user fees collected using the ADM-16c, Fee Report form (Attachment A). Surcharges will be listed in a separate column by permit type and totaled.

III. Expenditures:

- A. Expenditures are authorized strictly for the repair, operation, and maintenance of water, sewer, and electrical systems as follows:
 - 1. All sewer system components associated with the sewer system from point of service to point of utility discharge where special tools and knowledge are required.
 - 2. All water system components from the water source to the point of use where special tools and knowledge are required.
 - 3. All electrical system components from the connection to the power source to the point of use where special tools and knowledge are required. *In parks that generate their own power, generators, solar panels, wind generators, batteries alternative energy equipment and appliances at parks with alternative energy facilities, etc. are included.*
 - 4. If there is a shut down of any of the three systems, rental of portable restrooms and other items required to keep a park area open are authorized in emergencies.
 - 5. *Operating costs include such things as: payment of monthly operating bills, supplies, contractual expenses, dues, registration and training costs, inspections and certifications, laboratory analysis, publications and periodicals, and professional services that are intricate to the systems. Travel expenses can be charges if prior written approval has been received from the State Budget Office.*
- B. Individual expenditures pursuant to this policy that are under \$999.99 do not require advanced approval by the administrator and director of the department. All SAM rules and regulations will be followed when making purchases.
- C. Advance approval of administrator, with the concurrence of the director of the Department of Conservation and Natural Resources, are required for all individual expenditures over \$999.99. A request for approval form must be submitted from the park, through the regional manager, deputy administrator, and administrative services officer (Attachment B). The regional manager will provide standard internal controls and oversight to assure that requests meet the intent of this policy and that sufficient funds exist. The division accounting technician will verify funds exist and assign a project number.
- D. *The region will submit a payment voucher with all invoices, purchase orders, etc. with a project/purchase description memo describing the repairs, etc. All purchases will be completed separately from other general purchases, including invoices and purchase orders. All expenditures will be made from the appropriate category for the park. Under no circumstances will money collected in one park be expended for another park with the exception of the surcharge funds collected at the division office or region offices, which can be used statewide.*

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- E. Major Renovations - A main goal of the legislation that established these accounts was to building significant non-reverting balances to undertake major renovations to these utility systems. The planning and development section will coordinate all major projects.

RULES

1. A copy of the approved form will accompany all contracts using budget account 4605.

Original signed by:	
<u>SIGNED</u>	<u>2/13/14</u>
Eric Johnson, Administrator	Date

Original signed by:	
<u>SIGNED</u>	<u>2/13/14</u>
Leo M. Drozdoff, Director	Effective Date

Review Date: _____

**Nevada Division of State Parks
Fee Report Form**

☐ N Posted

Deposit Number: _____

Park: _____

For the period covering: _____ to _____

Permit Type	Beginning Number	Ending Number	Total # Sold	Total \$ Sold	Discount Rplcmnt Vold	Surcharges	Senior Permit Charge	Permit (excludes IE's)	Total Cash Amount Due	Credit Card Charge
1A		to		\$ -				\$ -	\$ -	
1B		to	0	\$ -	\$ -	\$ -		\$ -	\$ -	
1C		to	0	\$ -	\$ -	\$ -		\$ -	\$ -	
1D		to	0	\$ -	\$ -	\$ -		\$ -	\$ -	
1E		to	0	\$ -	\$ -	N/A	\$ -		\$ -	
1F		to	0	\$ -	\$ -	N/A		\$ -	\$ -	
2A / Tickets		to	0	\$ -	\$ -	\$ -		\$ -	\$ -	
2A / Register	Register	to Register		\$ -	\$ -	\$ -		\$ -	\$ -	
2B / Tickets		to	0	\$ -	\$ -	N/A		\$ -	\$ -	
2B / Register	Register	to Register		\$ -	\$ -	N/A		\$ -	\$ -	
2C / Tickets		to	0	\$ -	\$ -	N/A		\$ -	\$ -	
2C / Register	Register	to Register		\$ -	\$ -	N/A		\$ -	\$ -	
2D / Tickets		to	0	\$ -	\$ -	N/A		\$ -	\$ -	
2D / Register	Register	to Register		\$ -	\$ -	N/A		\$ -	\$ -	
2E / Tickets		to	0	\$ -	\$ -	\$ -		\$ -	\$ -	
2E / Register	Register	to Register		\$ -	\$ -	\$ -		\$ -	\$ -	
2F / Tickets		to	0	\$ -	\$ -	N/A		\$ -	\$ -	
2F / Register	Register	to Register		\$ -	\$ -	N/A		\$ -	\$ -	
2G / Tickets		to	0	\$ -	\$ -	\$ -		\$ -	\$ -	
2G / Register	Register	to Register		\$ -	\$ -	\$ -		\$ -	\$ -	
2H / Tickets		to	0	\$ -	\$ -	N/A		\$ -	\$ -	
2H / Register	Register	to Register		\$ -	\$ -	N/A		\$ -	\$ -	
UF3		to		\$ -	\$ -	\$ -		\$ -	\$ -	
UF4		to	0	\$ -	\$ -	N/A		\$ -	\$ -	
UF5		to	0	\$ -	\$ -	N/A		\$ -	\$ -	
UF7		to	0	\$ -	\$ -	N/A		\$ -	\$ -	
Subtotals:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Cash Overage (Explain +)
Cash Shortage (Explain -)
Surcharge Total
Senior Admin. Charge Total
User Permit Total
Total Deposited

\$ -
\$ -
\$ -
\$ -
\$ -
\$ -

Explanation: Total Cash Deposited: _____ Total Credit Cards: \$ -

Discounted Permits: _____

Replaced Permits: _____

Voided Permits: _____

Posting Date: _____

I declare under penalties perjury that this report (including any accompanying evidence) has been examined by me and to the best of knowledge and belief is a true and correct report in conformance with the governing statutes and the rules and regulations as promulgated by Board of Examiners, and all monies collected have been reported.

Signature of Preparer

Date

Verifier

Date

Posted

Date

**Nevada Division of State Parks
4604/4605 FUND REQUEST**

Date _____

TO: _____, Regional Manager
_____, Administrative Services Officer
_____, Chief of Planning & Development
_____, Deputy Administrator
_____, Administrator
_____, DCNR Director

THROUGH: _____, Administrative Assistant II
_____, Accounting Technician

FROM: _____,

Please mark suggested funding source. Once approved, all proper purchasing and contracting procedures must be made.

☐ **Utility Surcharge** – In accordance with NRS 407.0762 and NRS 407.0765, referring to monies collected for repair, operation and maintenance of sewer, water and electrical systems within state parks, the following request is being submitted for approval. This request meets the requirements of the Division's policy for use of these funds and will be used for the listed project at the specified location. **Project #** _____

☐ **User Fee Overage** – In accordance with NRS 407.0762, referencing the use of monies collected for maintenance of state parks, the following request is being submitted approval.

☐ **4604 Funds** - In accordance with NRS 407.0763, referencing the use of monies collected for maintenance of state park facilities and grounds, the following request is being submitted approval.

Project Name: _____ **Estimated Cost:** _____
Park Name: _____ **Estimated Completion Date:** _____
Brief project description and justification:

Approved By _____ **Date** _____
Administrator

Approved By _____ **Date** _____
DCNR Director

cc: Regional Manager
Regional Facility Supervisor
Accounting
Chief of Planning & Development
File & Reader Copy